

JOB OPPORTUNITY
2017 - 19

TITLE: Asset Management Analyst
LOCATION: 20 VIC Head Office, One Queen Street, East, Ste. 300, Toronto, ON
REPORTS TO: Asset Manager

POSITION SUMMARY:

- Providing support to the Asset Management team, this position calls for an individual who has exceptional organizational and time management skills combined with a strong background in finance.

KEY RESPONSIBILITIES:

- Prepare budgets, tenant analyses, project feasibility assessments and cash flow projections;
- Assist in the preparation of presentation materials;
- Assist in the due diligence process related to potential investments;
- Conduct economic and market research;
- Prepare and distribute client reports and correspondence;
- Communicating information with clients and site offices;
- Other related duties as required.

SKILLS & EXPERIENCE REQUIRED:

The successful candidate will possess:

- Excellent analytical, financial, research and communication skills
- Strong attention to detail
- A university degree in Business, Engineering or related qualifications
- 1 to 3 years of experience in commercial real estate or finance related field
- High level of proficiency with Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat
- Good understanding of commercial lease documents
- The ability to work independently, be self-motivated and have a positive attitude
- Ability to work flexible hours, multi-task and handle tight deadlines
- Experience with Argus software an asset

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, quoting Job Opportunity Number, to:

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